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ABSTRACT

Designed to assist Illinois public community colleges in satisfying state and federal reporting requirements, this handbook provides guidelines for conducting vocational education follow-up studies and reporting data. Following introductory information, an overview is presented of the Illinois Community College Board (ICCB) Management Information System and the ICCB's role in the follow-up survey process. Next, the handbook sets forth the purposes of the follow-up survey, which include determining the employment status, job location, and job-entry salaries of occupational program completers and leavers by specific program area; and obtaining an evaluation of both program completers' and non-completers' training at the community college by the employers of these students. The next sections explain the ICCB's guidelines for classifying program majors and provide definitions for occupational program completers and leavers. The handbook then offers procedural guidance on conducting the student survey (including information on the use of standardized student survey items) and on conducting the survey of employers of students who responded to the student follow-up survey and were employed in fields related to their community college program. A time schedule of submission dates is followed by discussions of community college responsibilities and ICCB responsibilities for statewide coordination. Appendices present standardized items for the student occupational follow-up survey and the employer occupational follow-up survey; coding and data entry format instructions; and operational definitions of program completers and leavers used in the survey. (RO)

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Illinois Public Community College System

OCCUPATIONAL FOLLOW-UP STUDY HANDBOOK

March 1986

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Illinois Community College Board

ICCB OCCUPATIONAL FOLLOW-UP STUDY HANDBOOK

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Introduction

The Illinois Community College Board (ICCB) Occupational Follow-up Study described in this Handbook satisfies the requirements of the Illinois State Board of Education Department of Adult, Vocational and Technical Education (ISBE/DAVTE), and the Veterans Administration. In 1980, the National Center for Education Statistics (NCES), which houses the VEDS, adopted a statewide plan for Illinois to allow the mandated follow-up study to be conducted on a 20 percent institutional sample each year for a five-year period. Thus, only one-fifth of the community colleges conduct the follow-up study each year.

The annual enrollment reports and the follow-up study results are used at both the state and federal levels to support the need for special funding for vocational education. Therefore, it is especially important that Illinois community college enrollment, completion, and follow-up study result reports be as accurate as possible in describing the colleges' programs and services.

This Handbook is designed to provide guidelines for the ICCB Occupational Follow-up Study and to provide the community colleges with procedures by which they can obtain and report the data accurately.

Overview

The Illinois Community College Board (ICCB) Management Information System (MIS) is capable of producing the various reports on occupational students required by the Illinois State Board of Education Department of Adult, Vocational and Technical Education (ISBE/DAVTE).

The ICCB MIS produces the annual student enrollment and program completion data for the vocational education reports directly from the A1 data submitted by each college to the ICCB. The vocational education reports require enrollments based on annual counts; hence, it is important that community colleges submit an A1 record for every student officially enrolled during the fiscal year. It also is essential that all completers of occupational certificate and associate degree programs be reported on the A1 data submission due to the ICCB at the end of each fiscal year. Using the student data base, the ICCB MIS produces the required reports, based on the prescribed definitions and procedures. Each summer the community colleges receive printouts of their vocational student enrollment and completion data. Each college should verify these data before ICCB forwards the reports to ISBE/DAVTE. The reports for handicapped, disadvantaged, and limited-English speaking students are provided by the ICCB only for those colleges that have supplied the data to the ICCB Office via the A (enrollment characteristic) data. It is, therefore, essential that these data be included on the A1 record.

In addition to enrollment and completion data required from all colleges, ISBE/DAVTE requires follow-up data on occupational program completers and leavers. A one-fifth sample of Illinois community colleges conducts follow-up surveys each year.

The ICCB assists the community colleges with the follow-up survey as follows:

1. The ICCB produces and makes available to each college in the sample a printout listing the program completers to be included in the occupational follow-up study.

2. This Handbook describes procedures, survey instruments, and timetables for conducting the follow-up study and submitting results.

3. The ICCB and ISBE/DAVTE staff members hold a workshop each year for those colleges conducting the occupational follow-up study.

4. The ICCB MIS generates the follow-up reports from the follow-up data submitted by each community college. Results are returned to the college for verification, and a tape of the data is forwarded to the ISBE/DAVTE.

Purposes of the Follow-Up Study

The primary purposes for the Occupational Follow-up Study described in this Handbook are:

1. To combine the follow-up requirements of the ICCB, ISBE/DAVTE, and Veterans Administration into one survey instrument.

2. To assist and encourage colleges to develop occupational follow-up studies for use in planning, program evaluation, and program advisory committee work.

3. To determine the employment status, job location, and job-entry salaries of occupational program completers and leavers by specific program area.

4. To obtain an evaluation of both the completers' and non-completers' training at the community college by the employers of these students.

Classifying Students in Occupational Programs

Since the results of the follow-up study are used by the state and federal governments to formulate policy and set funding levels for vocational education, the classifying of students as program majors, whether or not they intend to complete the occupational program, causes serious deflation of the state's ratio of program majors to program completers. To provide a consistent classification system for community college students, the ICCB MIS adapted the vocational education guidelines for classifying program majors.

Students who are not program majors, but who are enrolled in occupational courses, should be classified into one of the occupational course enrollee categories. These classifications enable the college to report students as enrollees in occupational career courses so that the reports will accurately represent the many additional students who do not seek to complete a program but who benefit from the courses provided by having the occupational program. See Section II, Pages 6-8 of the ICCB MIS Manual for the instructions and guidelines on the classification of program majors.

Continued classification of course enrollees as program majors will seriously distort the colleges' outcome measures for their occupational programs. Including course enrollees as program majors results in low completion and employment rates, as Table 1 illustrates.

Table 1

THE EFFECTS OF TWO DIFFERENT METHODS OF CLASSIFYING STUDENTS FOR VEDS

	Not Including Course Enrollees as Program Majors	Including Course Enrollees as Program Majors
Number of Course Enrollees	120	0
Number of Program Majors	80	200
Number Completing Program	20	20
Ratio of Completers to Total Enrolled	.25	.10
Completion Rate for 2-Year Degree	50%	20%
Number of Non-completers	20	140*
Ratio of Non-completers to Total Enrolled	.25	.70
Number Employed Full-time in Related Field	35	35
Percent Employed in Related Field	88%	22%

*The 140 includes 120 course enrollees plus 20 program non-completers.

Students To Be Included in the Follow-up Study

1. Occupational Program Completers

   Completers of an occupational program are students who finished a planned sequence of courses, services, or activities designed to meet a vocational occupational objective that taught entry-level job skills. These persons must have met all requirements of the institution for program completion whether or not they graduated from the institution. All students who were reported on the 1985 VEDS Form 21-04 to the Department of Adult, Vocational and Technical Education (DAVTE) as having completed an occupational program during the previous fiscal year should be surveyed. The number of completers reported to ISBE/DAVTE should correspond closely to the data submitted to the ICCB on student completion C1 data at the end of the fiscal year. To assist schools in identifying completers to be surveyed, the ICCB MIS will produce a list of occupational (1.2) program completers from the C1 data submitted from each school. If, however, there are discrepancies in the number of completers reported to ISBE/DAVTE and the ICCB, the college will be responsible for identifying the students reported to ISBE/DAVTE and for explaining in writing the reason for any reporting differences. (See Appendix D for detailed definitions.)

2. Occupational Program Leavers

   The term leavers refers to those who were enrolled as program enrollees in an occupational (1.2) program during the previous year but have not re-enrolled for the summer, fall or spring term of the current year. For schools that have accurately differentiated between program and course enrollees, the identification of program leavers will not be difficult. (See Appendix D for detailed definitions and procedures.)

All students identified as completers and program leavers must be included in the follow-up study. Results (FS data) of the follow-up study must be submitted for each and every student, including those for which no response is received.

Conducting the Student Survey

The basic method in the study is a mail survey sent by each college to all of its occupational program completers and leavers. The mailing should contain 1) a cover letter explaining the reason for the survey and the importance of each former student's response, 2) the survey instrument, and 3) a stamped reply envelope. For best results, the cover letter should be from the president of the college and/or the director in charge of the program which the student completed or left.

The follow-up survey should be conducted during April. After the initial mailing, a second mailing should be made to non-respondents within two weeks. Ten days after the second mailing, a telephone follow-up is appropriate. The directors and instructors of the various occupational programs may assist with the telephone calls unless special resources are available for help for this purpose.

Telephone surveys, in addition to or in place of the mail survey, are effective for obtaining follow-up study responses. When staff time and mailing costs are considered, telephone surveys are also economical. Whoever is assigned to do the phone survey, however, must be trained in basic procedures. An effort must be made to be courteous and to answer any questions the respondent may have about the survey. Colleges have been most successful in telephoning students who do not respond to the mail survey or calling to validate conflicting responses on a returned mail survey.

The responses on the returned surveys must be checked for consistency. In some cases, obvious errors can be corrected by the college. In other cases, the student should be telephoned to avoid a serious error. Since an invalid response is as bad as no response, telephoning is an effective method of improving the number of usable responses. The usefulness of survey results is dependent on obtaining a high response rate and accurate responses.

The Student Survey Instrument

The survey instrument contains a number of standardized items to meet the basic requirements of the ICCB, ISBE/DAVTE, and the Veterans Administration. A copy of the standardized items on the survey instrument is shown in Appendix A.

A college may develop its own format, but the survey must contain these standardized items without being reworded. A college wishing to use the survey instrument in Appendix A may request a reproduction from the ICCB office. The survey instrument must contain the name of the student and his/her social security number. A computer-generated mailing label is suggested for this purpose. Ample space should be allocated on the form to allow the student to correct his/her name or address. In addition to address information, the survey instrument should contain the following program information for program completers: title of program and the term and year in which the student completed the program (e.g., Spring 1983). For program leavers it should state the title of the program, the term in which the student was last enrolled, and the total number of credit hours completed in the program of study. These data will assist the college in verifying its records and the ICCB's records on the student and may help identify more accurately those who should be included in future surveys of leavers.

The college may wish to add other items to the survey instrument to obtain specific evaluation of particular programs. Care should be taken not to duplicate any standard items nor make the survey too long.

Explanation of Standardized Student Survey Items

Item A provides information on the reason the student attended the college. This information is helpful in interpreting responses to other items on the survey. In addition, it serves as a check to see if the student who did not complete the program should have been considered a program enrollee. Item B is designed to furnish insights into why students do not complete programs.

Items C and D are required by the ISBE/DAVTE and the Veterans Administration. The five categories under Item D, Choice 5, that provide reasons why a student is unavailable for employment are needed by the Veterans Administration.

Items E, E-1, and E-2 provide information for the ISBE/DAVTE and Veterans Administration that relates the educational program to present employment.

Items F and G both are required by the ISBE/DAVTE and Veterans Administration. Item F also provides the college with data needed to calculate the respondent's hourly wage. This must be done if the student has reported salary in Item G for any payment period other than hourly.

Items H and I will assist the colleges and the ICCB in analyzing and evaluating programs and the community college system in terms of employment outcomes. Since many students do not know the exact boundaries of the community college district, college staff members should compare Item I with the employer's address provided at the end of the survey instrument. Finally, the employer information provides the contact information needed for the employer follow-up survey.

The Employer Survey

The employer survey is sent only to the employers of students (both completers and leavers) who responded to the student follow-up survey and are employed in fields related to their community college programs. The employing firm and the name and address of the student's immediate supervisor are obtained from information provided at the end of the student's follow-up questionnaire. A separate survey is to be completed for each student. If an employer has a large number of surveys to be completed by different immediate supervisors, one person, such as the firm's personnel officer, should be identified to coordinate the survey within the firm.

A copy of the employer survey items required by vocational education is shown in Appendix B. A college should develop its own format and appropriate cover letters. However, the survey items required by VEDS must be included without wording changes. As with the student survey, employers who have not responded should receive a follow-up mailing or telephone call a week to ten days following the first mailing.

Upon receipt of the employer survey response, a thank you letter or card is suggested as a gesture of appreciation for the employer's cooperation.

Before employer responses are computer entered, they should be checked for completeness and consistency. Responses of the Employer Follow-up Survey are submitted to the ICCB with the student's FS data.

Time Schedule and Submission Dates

A time schedule for the follow-up study is shown on the next page. This time schedule is based on submission requirements of ISBE/DAVTE and must be adherred to closely.

VEDS OCCUPATIONAL FOLLOW-UP STUDY SCHEDULE

ICCB sends colleges a listing of previous fiscal year occupational program completers from C1 data submitted by the colleges. The colleges should identify leavers (students enrolled in occupational programs prior to current fiscal year but not enrolled during the summer, fall, winter, or spring of current fiscal year). These listings serve as a base for identifying those persons to be included in the Occupational Follow-up Study. (Check Occupational Follow-up Study Handbook.)	March
Colleges survey students in occupational follow-up (see Occupational Follow-up Study Handbook for details of procedures and survey instruments).	April
Colleges survey employers in occupational follow-up (see Occupational Follow-up Study Handbook for details of procedures and survey instruments).	April/May
Colleges submit FS data for both respondents and non-respondents in the follow-up study.	June 15
ICCB sends colleges edits of FS data for colleges to verify and make corrections.	June 30
Colleges finalize FS data verification and corrections.	July 15
ICCB sends colleges occupational follow-up reports. ICCB sends tape of follow-up data to ISBE/DAVTE.	August 1

Community College Responsibilities

The individual community college bears the primary responsibility for the occupational follow-up study. Each institution is responsible for allocating adequate staff time and personnel to complete the study. A coordinator for the study should be selected and identified to the ICCB. The coordinator is responsible for directing the study at the college and ensuring that each phase of the study is completed on time. Clerical as well as keypunching or data entry services will be needed at each institution.

A file containing the student's name and address, social security number, telephone number, and address of a person who knows the continued whereabouts of the student should be kept on each student in the study. The student's response to the follow-up survey and the employer's response, as well as any other correspondence, also should be kept in the file. The success of any survey is due in part to the institutions establishing systematic procedures and an organized recordkeeping system.

A copy of all FS data records submitted to the ICCB also should be kept on file for reference. It is very important that these data be submitted correctly and that the edit listings that show errors, if any, are carefully

checked and all corrections re-submitted to the ICCB. Note: An error made by keypunching or computer generation of FS data is the same as a no response unless this error is corrected. In the long run, time spent to check the responses as they are returned to the college by the students and employers will be less than that required to correct problems later. See Appendix C for coding instructions and consistency checks.

Statewide Coordination

The responsibility for statewide coordination of the study rests with the ICCB. Efforts have been made to coordinate the ISBE/DAVTE and ICCB follow-up in order to alleviate the duplication of effort occurring in the past. Central coordination of the study includes defining the objectives, methods, and procedures of the study; communicating these to the community colleges; developing concise instruments to provide the same basic data from each community college; providing computer analysis of the follow-up data through the ICCB MIS; and collecting and analyzing the data and preparing reports after each phase of the study.

APPENDIX A

Standardized Items for Student Occupational Follow-up Survey

Illinois Community College Board

STANDARDIZED ITEMS TO BE USED IN THE
ILLINOIS PUBLIC COMMUNITY COLLEGE STUDENT OCCUPATIONAL FOLLOW-UP SURVEY

Name: _____

Address: _____

_____

Social Security Number: _____

Telephone Number: _____

College records indicate you _____ Completed _____ Left Without Completing the following program:

Title of Program _____

Term Completed or Left _____

Total Program Hours Completed _____

Please correct any errors and fill in any missing information in the address or program information presented above before completing the following questions.

* *

A. What was your main objective in attending our college? (Select Only One)

_____ 1. Obtain skills needed for entry into new or different job
_____ 2. Improve skills needed in present job
_____ 3. Explore courses to decide on a career
_____ 4. Take coursework for transfer to another college
_____ 5. Personal interest or self-development

B. If you did not complete the program for which you were enrolled, please check the one response which best describes your reason for not continuing your enrollment in the program. (If you completed the program, please skip this question.)

_____ 1. Temporarily discontinued enrollment, but plan to re-enroll later and complete the program in which enrolled
_____ 2. Completed the courses desired and achieved objectives
_____ 3. Changed career objectives and do not plan to re-enroll in the same program
_____ 4. Was not satisfied with the program
_____ 5. Did not consider myself enrolled in the program
_____ 6. Other reasons (Please specify) _____
_____
_____

C. What is your present educational status?

_____ 1. Not enrolled in college
_____ 2. Enrolled in field of study related to previous community college program
_____ 3. Enrolled in field of study unrelated to previous community college program

D. What is your present employment status?

_____ 1. Employed full-time
_____ 2. Employed part-time
_____ 3. Full-time military service
_____ 4. Unemployed, seeking employment
_____ 5. Unemployed, not seeking employment (Indicate reason below)

_____ a. Full-time student
_____ b. Full-time homemaker
_____ c. Health disability
_____ d. Family responsibilities
_____ e. Other (Please specify) _____

* *

IF YOU ARE UNEMPLOYED OR IN THE MILITARY FULL-TIME, THIS COMPLETES THE SURVEY.
THANK YOU VERY MUCH FOR HELPING US.
PLEASE RETURN THE SURVEY IN THE ENVELOPE PROVIDED.

* *

PLEASE COMPLETE THE REST OF THE SURVEY ONLY IF YOU ARE EMPLOYED.

* *

E. How closely is your present job related to your former college program?

_____ 1. Related (Go directly to Question F)
_____ 2. Not related (Please answer Questions E-1 and E-2 before going to Question F)

ANSWER ONLY IF YOU RESPONDED "NOT RELATED" TO QUESTION E

E-1 If your present job is not related, have you been employed in a job related to the program <u>since leaving the college</u>?

_____ 1. Yes
_____ 2. No

E-2 If your present job is not related to your college program, please check the <u>best</u> reason why.

_____ 1. Preferred to work in another field
_____ 2. Could not find a job in the field of preparation
_____ 3. Preferred not to move to a new locality

F. On the average, how many hours do you work each week? (Do not include overtime)

_____ Hours per week

G. What is your present hourly salary before deductions? (Include commission but not overtime pay)

$_____._____ Per Hour

NOTE: If you are employed full-time and do not know your hourly salary, you can use the following guide to convert your salary:

WEEKLY SALARY	divided by	40	=	Salary Per Hour
MONTHLY SALARY	divided by	173	=	Salary Per Hour
ANNUAL SALARY	divided by	2,080	=	Salary Per Hour

H. When did you begin working in your present job?

_____ 1. Before entering the college program
_____ 2. While enrolled in the college program
_____ 3. After leaving the college program

I. Where is the location of your primary place of employment?

_____ 1. Within the community college district
_____ 2. Outside the community college district, but in Illinois
_____ 3. Outside Illinois

Please provide the following information:

Name of Employer: _____

Your Job Title: _____

Your Job Duties: _____
_____
_____

Name and business address of immediate supervisor (your supervisor may be contacted to help us evaluate your former program of study):

_____

_____

_____

* *

THANK YOU VERY MUCH FOR ASSISTING US.
PLEASE RETURN THE SURVEY IN THE ENVELOPE PROVIDED.

APPENDIX B

Standardized Items for Employer Occupational Follow-up Survey

Illinois Community College Board

STANDARDIZED ITEMS TO BE USED IN THE
ILLINOIS PUBLIC COMMUNITY COLLEGE EMPLOYER OCCUPATIONAL FOLLOW-UP SURVEY

Employee's Name: _____

Employee's Social Security Number: _____

Community College Program: _____

INSTRUCTIONS: Please answer the following questions and return this form in the enclosed pre-addressed stamped envelope.

A. VOCATIONAL TRAINING EVALUATION

Please rate the vocational training received by the individual in each of the following areas:

	Very Good (1)	Good (2)	Neutral (3)	Poor (4)	Very Poor (5)
1. Technical Knowledge	____	____	____	____	____
2. Work Attitude	____	____	____	____	____
3. Work Quality	____	____	____	____	____

B. OVERALL RATING

Check the overall rating of the vocational training received by this individual as it relates to the requirements of his or her job:

Very Good (1)	Good (2)	Neutral (3)	Poor (4)	Very Poor (5)
____	____	____	____	____

C. RELATIVE PREPARATION

As a result of this person's vocational training, please rate his or her preparation in relation to other employees in the work group who did not receive such training:

_____ (1) Individual is better prepared

_____ (2) Individual is same as other employees

_____ (3) Individual is less prepared

_____ (4) No basis for comparison

D. COMMENTS

* *

Employer: _____

Person Completing Survey: _____

Telephone: ( ) _____

* *

THANK YOU FOR HELPING US.
PLEASE RETURN THIS FORM IN THE ENCLOSED ENVELOPE.

APPENDIX C

Coding Instructions and Data Entry Format for FS Data

STATEWIDE OCCUPATIONAL FOLLOW-UP STUDY
FS DATA FORMAT

ITEM	COLUMN	FIELD LENGTH	SUBJECT
1	1-2	2	Card Type: FS
2	3-5	3	District Number: Three-digit numeric
3	6-7	2	Campus Number: Two-digit numeric, precede with zero (01 for single campus districts)
4	8-16	9	Social Security Number/Student Identifier: Nine-digit number
5	17-18	2	Fiscal Year of Completion: Enter 85 for Fiscal Year 1985 completers or leavers who are surveyed during 1986. The year of completion is always the year before the survey is conducted.
6-7			Student Curriculum
(6)	19-23	5	Curriculum Prefix: Alpha/numeric five-digit, left justified. Must be identical to curriculum prefix as shown on the ICCB Curriculum Master File.
(7)	24-27	4	Curriculum Number: Alpha/numeric four-digit, left justified. Must be identical to curriculum number as shown on the ICCB Curriculum Master File.
8	28-29	2	Program Hours Completed: (Optional) Enter the total number of semester hours completed by the former student in the program of study. If not available on school records, obtain from program information on survey form. Complete only for program leavers. Leave blank for program completers.
9	30	1	Sex: 1 - Male 2 - Female
10	31	1	Ethnic/Racial Classification: 1 - Asian or Pacific Islander 2 - American Indian or Alaskan Native 3 - Black Non-Hispanic 4 - Hispanic 5 - White Non-Hispanic

STATEWIDE OCCUPATIONAL FOLLOW-UP STUDY
FS DATA FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
11	32	1	Program Level: Code "2" for everyone.
12	33	1	Student's Status: 1 - Completer* 2 - Deceased 3 - Leaver**
13	34	1	Special Needs Classification: 1 - Not special needs student 2 - Handicapped only 3 - Handicapped and disadvantaged 4 - Limited English proficiency only 5 - Disadvantaged only 6 - Handicapped and limited English proficiency
14	35	1	Instructional Approach: 1 - Cooperative Education Enrollment 2 - All other
15	36	1	Reply to Follow-up Survey: This item is to be completed on each record. If code is "1," go to Item 28. If code is "3," go to Item 29. 1 - Follow-up not required*** 2 - Reply received 3 - No reply received

*Completer of an occupational program refers to a student who finished a planned sequence of courses, services, or activities designed to meet a vocational occupation objective that taught entry-level job skills. This person must have met all requirements of the institution for program completion whether or not he or she graduated from the institution.

**Leaver refers to anyone who was enrolled in and attended a program of vocational education and has left the program without completing it and is not known to be continuing in vocational education. Also included are persons who leave the program voluntarily before its formal completion because they have acquired sufficient entry-level occupational preparation to work in the field and who have taken jobs related to their fields of training. Any leaver should be reported as a leaver with respect to the reporting year in which he/she was last enrolled. Students who did not return to enroll in the institution for two consecutive semesters or three consecutive quarters or who notified the institution of intent not to enroll again in that institution prior to program completion are counted as leavers.

***See Data Format Item 28 for valid reasons for not requiring survey.

STATEWIDE OCCUPATIONAL FOLLOW-UP STUDY
FS DATA FORMAT
(Continued)

STUDENT SURVEY DATA

ITEM	COLUMN	FIELD LENGTH	SUBJECT
16	37	1	Objective for Attending College (Item A on Survey): If student status (Item 12 of Data Format) is "3" and response to this item is "3," "4," or "5," student does not qualify as leaver and no FS record should be submitted to the ICCB for the student. 1 - Obtain skills needed for entry into new or different job 2 - Improve skills needed in present job 3 - Explore courses to decide on a career 4 - Take coursework for transfer to another college 5 - Personal interest or self-development Blank - No response to this item
17	38	1	Reason for Leaving Program Before Completion (Item B on Survey): Code only if student status (Item 12 of Data Format) is "3." If this item is coded "5," student does not qualify as leaver and no FS record should be submitted to the ICCB for the student. 1 - Temporarily discontinued enrollment, but plan to re-enroll later and complete the program in which enrolled 2 - Completed the courses desired and achieved objectives 3 - Changed career objectives and do not plan to re-enroll in the same program 4 - Was not satisfied with the program 5 - Did not consider myself enrolled in program 6 - Other Blank - No response to this item
18	39	1	Present Educational Status (Item C on Survey): Item must be completed if Item 15 of the Data Format is "2." Default to "1" if Educational Status cannot be determined. 1 - Not enrolled in college 2 - Enrolled in field of study related to previous community college program 3 - Enrolled in field of study unrelated to previous community college program

STATEWIDE OCCUPATIONAL FOLLOW-UP STUDY
FS DATA FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
19	40	1	Present Employment Status (Item D on Survey): Item must be completed if Item 15 is "2." Default to "5" if Employment Status cannot be determined. If code is "3" or "4," code appropriately and skip to Item 29. 1 - Employed full-time 2 - Employed part-time 3 - Full-time military service 4 - Unemployed, seeking employment 5 - Unemployed, not seeking employment
20	41	1	Reason for "not seeking employment" (Response to the 5 categories, a-e, listed under Item D, Choice "5," of the Survey): 1 - a. Full-time student 2 - b. Full-time homemaker 3 - c. Health disability 4 - d. Family responsibilities 5 - e. Other Blank - No response to this item
21	42	1	Relationship of Present Job to Community College Program (Item E on Survey): This item must be coded if Item 19 of the Data Format was coded "1" or "2." 1 - Related 2 - Not related Blank - No response to this item
22	43	1	Relationship of Previous Job (Item E-1 on Survey): To be coded only if response to Item 21 of the data format was "2." 1 - Yes 2 - No Blank - No response to this item
23	44	1	Reason Why Present Job Is Not in Related Field (Item E-2 on Survey): To be coded only if response to Item 21 of the Data Format was "2." 1 - Preferred to work in another field 2 - Could not find a job in the field of preparation 3 - Preferred not to move to a new locality Blank - No response to this item

STATEWIDE OCCUPATIONAL FOLLOW-UP STUDY
FS DATA FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
24	45-46	2	Hours Worked Per Week (Item F on Survey): Two-digit numeric field use 00-60. For those reporting less than 10, precede with zero. Hours should not exceed "60." If response is greater than 60, code as "60." Blank - No response to this item
25	47-50	4	Hourly Salary (Items G and F on Survey): Four-digit numeric field 99V99 - 2 decimal places. If amount is less than $10.00, precede with 0. For respondents reporting $$$ per "hour," enter amount reported. If respondent reports for any other payment period, hour salary must be calculated. Please check this item carefully for reasonableness. Blank - No response to this item
26	51	1	Beginning of Present Job (Item H on Survey): 1 - Before entering the college program 2 - While enrolled in the college program 3 - After leaving the college program Blank - No response to this item
27	52	1	Location of Employment (Item I on Survey): 1 - Within the community college district 2 - Outside the community college district 3 - Outside Illinois Blank - No response to this item and location could not be determined from employer information provided at end of Survey
28	53	1	Reason Follow-up Was Not Required: Enter code only if Item 15 of the Data Format was coded "1." 1 - Deceased student 2 - Course enrollee 3 - Correctional center student

STATEWIDE OCCUPATIONAL FOLLOW-UP STUDY
FS DATA FORMAT
(Continued)

EMPLOYER SURVEY DATA

ITEM	COLUMN	FIELD LENGTH	SUBJECT
29	54	1	Employer's Reply to Follow-up Survey: This item is to be completed on each record. If student is employed in related field but did not provide name of employer or if student is self-employed, code as "1." If Employer reply was received but responses were blank, code as "3." 1 - Follow-up not required 2 - Reply received 3 - No reply received

For the next four (4) items, use these codes (responses to Items A and B of Employer Follow-up Survey):

1 - Very Good	3 - Neutral	5 - Very Poor
2 - Good	4 - Poor	Blank - No response to item

30	55	1	Technical Knowledge
31	56	1	Work Attitude
32	57	1	Work Quality
33	58	1	Overall Rating (Item B on Employer Follow-up Survey):
34	59	1	Relative Preparation of Student (Item C on Employer Follow-up Survey): 1 - Individual is better prepared 2 - Individual is same as other employees 3 - Individual is less prepared 4 - No basis for comparison
35	60-80		DO NOT USE

Consistency Checks for FS Data

1. If Student Status (Item 12) does not equal "3," then Reason for Leaving Program Before Completion (Item 17) should be blank.

2. If Reply to Follow-up Survey (Item 15) equals "1," then Reason Follow-up Was Not Required (Item 28) should equal "1," "2," or "3."

3. If Present Employment Status (Item 19) equals "1" or "2," then Relationship of Present Job (Item 21) should equal "1" or "2."

4. If Present Employment Status (Item 19) equals "3" or "4," then all remaining items, except Item 29, should be blank.

5. If Item 19 equals "1," then Item 24 should be equal to or greater than 30.

6. If Item 19 equals "2," then Item 24 should be less than 30.

7. Reason for Not Seeking Employment (Item 20) should be blank if Item 19 does not equal "5."

8. Relationship of Present Job should be consistent with Job Title information provided at end of student survey.

9. Location of Employment (Item 27) should agree with employer information provided at end of student survey.

APPENDIX D

Definitions of Program Completers and Program Leavers
Used in the ICCB Follow-up Survey

Operational Definitions of Completers and Leavers

According to vocational education requirements, a completer is operationally defined as any student who finished a planned sequence of courses, services, or activities designed to meet a vocational objective that teaches entry-level job skills. This definition allows for two distinct types of completers which are used in the follow-up study.

One type of completer is a graduate of any ICCB-approved occupational degree or certificate program. Examples of this type of completer are as follows:

1. A student who completes all requirements of an occupational program at a community college and goes through a graduation ceremony.

2. A student who completes all requirements of an occupational program at a community college, applies for graduation, does not go through a ceremony, but does receive a certificate or degree in the mail.

The other type of completer is a student who completes 100 percent of the required courses in an ICCB-approved certificate or degree program but does not graduate (non-graduate completer). Examples of a non-graduate completer are as follows:

1. A student who completes all the required skills courses in an auto mechanics program with passing grades but has an overall grade point average too low to graduate.

2. A student who finishes all required skills courses and electives in data processing but does not apply for graduation.

3. A student who completes all required skills courses in a drafting program but leaves college before taking two electives necessary for graduation.

4. A student who completes all skills courses in a welding certificate program but cannot graduate because he/she has not paid a fine or a graduation fee.

A student who does not successfully complete 100 percent of the required courses in an occupational career program does not qualify to be included as a completer in this study.

A leaver (non-completer) refers to anyone who was enrolled in and attended a program of vocational education and has left the program and the community college without completing the program. Examples of non-completers are as follows:

1. A student who does not complete all the required courses in a program including skill courses as well as specified courses such as technical mathematics and communications. (Non-specified electives should not be considered as required courses for program completion although they are required for graduation.)

2. A student who enrolled in all required courses of a program but did not complete all courses with a passing grade.

3. A student who withdraws after completing only one or two courses.

Students who leave after completion of less than 100 percent of the required courses may leave with marketable skills or may have successfully met their own individual objectives for enrolling at a community college. It will be important to identify the non-completers' objectives for enrolling at the college. It also will be necessary to identify the reasons students do not complete a program.

Identifying Non-Graduate Completers

The identification of program completers who do not graduate is much more difficult than identifying graduates, since usually no readily available list exists. A list must be compiled from program directors, instructors, and counselors and then a check of the students' records (similar to a graduation check) must be made to determine whether or not each student on the list qualifies as a 100 percent completer. The identification of non-graduate program completers will require the cooperation of many individuals at the college; however, a relatively small number of students will have completed enough coursework at the college in occupational programs to justify a close check of college records. NOTE: Since the reporting of follow-up information for occupational program completers has been required for many years by ISBE/DAVTE, a college may have a system developed for producing a list of potential students. Be sure that this list is checked carefully according to the definition above.

Procedure for Identifying Non-Graduate Program Completers: Although the identification of non-graduate program completers of occupational programs will vary among the community colleges, the procedure below is a possible method that can be used:

Step 1: Identify all students enrolled in occupational/career programs for which an ICCB approved degree or certificate was given by the college during the previous year (summer, fall, winter, and spring terms). If this cannot be completed by computer, most colleges have a list of students by program major available by term. From this group of enrolled students, deduct all students who have graduated during the Fall Term. The remaining group of non-graduate, no-longer-enrolled students needs to be checked further in Step 2.

Step 2: From the list of non-graduate students identified in Step 1, identify those students who completed a total number of credit hours that would be sufficient to complete the program. For example, if it takes 52 semester hours of required coursework to complete the automotive science program, first identify all automotive science majors during all terms in the previous year who completed a total of 52 semester hours but did not graduate. This initial identification can be done either manually or by computer, depending upon the college's capabilities. Student lists by program major for each term, containing the cumulative credit hours completed at the college, provide the basic data for Step 2.

Step 3: For each of the occupational program majors who have completed a total number of hours which is equal to or exceeds the total number of hours of required courses within that particular program, a check will have to be made to determine if the student completed a key required course usually taken late in the curriculum sequence. (For example, a transmission course in the automotive science program.) If the student has not completed the key required course, he/she does not qualify as a non-graduate completer. If the student completed the key required course, a detailed check of the student's record will be necessary. This check can be done by comparing the student's academic record to a list of required courses for that particular program. This check is similar to a graduation check, and the assistance of the registrar's office might be used at this point. Some colleges have computerized the graduation check; however, most colleges rely on a manual check of the records.

Although Step 3 requires a considerable amount of work, Steps 1 and 2 eliminate over 90 percent of the possibilities and make the task in Step 3 more feasible.

Identifying Program Leavers

All students identified at the end of Step 1 of "Procedure for Identifying Non-graduate Program Completers" who are eliminated in Steps 2 and 3 are potential program leavers. Anyone identified as a course enrollee, rather than a program enrollee, can be removed from the list. Possible ways of differentiating course from program enrollees include examination of the student's proclaimed intent for enrolling and the use of a minimum number of credit hours (6) taken in the program.

ERIC CLEARINGHOUSE
FOR JUNIOR COLLEGES

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